

CEA



CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

DEPARTMENT: Department of Corrections and Rehabilitation

POSITION: Chief, Community Correctional Facility Administration
Division of Adult Institutions
CEA Level 2

FINAL FILING DATE: **October 2, 2006**

SALARY RANGE: **\$7,302 - \$8,051**

DUTIES/RESPONSIBILITIES:

Under the administrative direction of the Associate Director, General Population Levels II/III, Camps and Community Correctional Facilities, via the Deputy Director, Division of Adult Institutions, the Chief Community Correctional Facility Administration, administers the Community Correctional Facility (CCF) Program, which are contract facilities housing departmental inmates. The position provides expertise in the administrative and custodial development of CCF facilities throughout the California Department of Corrections and Rehabilitation (CDCR). The incumbent has the responsibility to ensure that contract providers operate the facilities in accordance with CDCR policies and regulations.

Duties include, but are not limited to:

- Plans, organizes, and directs activities of the CCF Program through two subordinate Correctional Administrators, one who is responsible for supervising the facility operations and the other who is responsible for the planning, development, implementation, and monitoring of the CCF Administration programs. Specific activities include planning for program expansion to accommodate additional inmates and program evaluation.
- Develops, recommends, and oversees the implementation of statewide policies and procedures of the CCF Administration Program to ensure consistent application of statewide standards.
- Provides administrative oversight on the planning, development, and issuance of the Requests for Proposals to award contracts for the construction and operation of contracted prison beds.

- Participates in Department task forces and works closely with other divisions in the successful activation of new contract facilities. Represents the Department in public hearings, at meetings, with control agencies, and at legislative hearings. Interacts with local jurisdictions, the public, and the media on sensitive issues related to the CCF program.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Also, applicants must satisfy the following minimum qualifications:

Ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's equal employment opportunity program objectives; and a manager's role in achieving an equal employment opportunity workplace.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

DESIRABLE QUALIFICATIONS:

- Management experience in a large correctional setting, including the knowledge and principles of custody, security, inmate classification, inmate transportation, and inmate case records; and formulation and implementation of procedures, policies and programs related to correctional institution operations.

- Demonstrated ability in planning, organizing, and directing a large program, and ensuring successful functionality with stakeholders.
- Ability to perform major policy-influencing functions effectively and contribute to the design and implementation of correctional strategies for a large department.
- Ability to analyze complex problems and recommend and/or implement effective courses of action; make independent, sound, ethical decisions regarding sensitive matters and maintain confidentiality using collaborative, evidence-based processes, without jeopardizing the integrity of the department; and carry out the department's mission.
- Experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff; knowledge of appropriate techniques in the areas of establishing partnerships, customer service, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing to and achieving an equal employment opportunity workplace.
- Ability to communicate effectively, both orally and in writing with Legislators, local government jurisdictions, Executive Branch members, institutional and program staff, external stakeholders, and professional groups.
- Experience in fiscal planning and development and budget management including the principles, practices and methods of fiscal accountability, e.g., capital outlay, procurement, special projects, position allocation and control.
- Demonstrated experience in developing cooperative working relationships with contractors, advocate groups, employee organizations, multidisciplinary staff, and gain the confidence and support of top level administrators.
- Supervisory/administrative experience in a managerial capacity, including the executive and/or evaluation of program policies at least equivalent to the level of a Staff Services Manager III, Correctional Administrator, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Regional Administrator.

The Chief, Community Correctional Facility Administration, Division of Adult Institutions, CEA 2, is a Peace Officer position; therefore, applicants are subject to meeting all requirements for a Peace Officer.

Citizen Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition

under all applicable State or Federal Laws is ineligible for appointment to any position in this classification.

Age Limitation – minimum age for appointment: 21 years (Applicants must state birth date on application).

Background Investigation: Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections background investigation may be required to undergo only a partial background investigation.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

EXAMINATION INFORMATION:

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the minimum and desirable qualifications identified in the bulletin, using predetermined evaluation criteria. Candidates may or may not be scheduled for an interview. Experience indicated may be paid or voluntary, in State service, in government setting, or in a private organization. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience and job titles, names and addresses of employers, period of employment and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. **You must provide specific examples.** The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed four pages in length or be less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS OR EXCEED PAGES ALLOWED WILL BE ELIMINATED FROM THE EXAMINATION.**

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Chief, Community Correctional Facility Administration, Division of Adult Institutions, CEA Level 2 vacancy. For further information regarding this position, please contact Vickiann Tapia at (916) 327-8017.

FILING INSTRUCTIONS:

A Standard State Application (Form 678) and Statement of Qualifications must be submitted and postmarked by October 2, 2006 to Vickiann Tapia, Executive Recruitment and Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filling date to the same street address listed above for Executive Recruitment and Appointments.

DEPARTMENT OF CORRECTIONS AND REHABILITATION

MISSION STATEMENT: *To improve public safety through evidence-based crime prevention and recidivism reduction strategies.*

VISION STATEMENT: *We will end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides:*

- *Intervention to at-risk populations*
- *Quality services from time of arrest*
- *Successful integration back into society*